



City of Austin - JOB DESCRIPTION



Chief Innovation Officer

FLSA:	Executives/2	EEO Category:	(10) Official/Adm
Class Code:	11415	Salary Grade:	E00
Approved:	May 03, 2013	Last Revised:	August 13, 2013

Purpose:

Under the director of the City Manager's Office, the Chief Innovation Officer will work with internal and external partners on behalf of the City Manager to develop, test, organize and encourage innovative best practices in local government administration with the goal of fostering a culture of innovation within the City of Austin.

Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Develop demonstration projects jointly with internal staff that can improve the quality of life in Austin and serve as models for other communities.
2. Develop and manage a life-cycle process for test projects, to include design, deployment, testing, and performance evaluation.
3. Serve as a consultant and facilitator for City employees, local businesses and organizations seeking to develop new solutions to civic challenges.
4. Forge partnerships with local community groups, companies, universities and school systems that can support the research and development of innovative solutions.
5. Assist internal and external partners in the identification of resources necessary to support innovation.
6. Plan and execute programs that promote local development of innovative solutions.
7. Represents the City and serve as liaison and convener with other local, state and federal agencies and related NGOs to align community innovation with broader regional and national programs.
8. Explore and import innovations from other communities for testing where they may be applicable.
9. Work in partnership with the CIO on identification, development and testing of civic technologies and projects that advance the City's Open Government mission.
10. Meet regularly with City of Austin leadership, Council Committees and community boards to facilitate breakthrough idea development.
11. Responsible for the creation, development, monitoring, and administering the Innovation Office budget.
12. Responsible for leadership of multi-functional, cross-departmental teams that may consist of employees from all levels of the organization.

Responsibilities - Supervisor and/or Leadership Exercised:

Responsible for the full range of supervisory activities including selection, training, evaluation, counseling and recommendation for dismissal.

Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Knowledge of best practices and available tools for insourcing, crowdsourcing and community-sourcing innovative solutions.

Knowledge of the principles and methods for lean startup and rapid prototyping of projects.

Knowledge of fiscal planning, performance management and budget administration.

Knowledge of supervisory and managerial techniques and principles.

Knowledge of the principles of open government, transparency and community engagement.

Skill in recognizing transformational opportunities and applying them in a real-world setting.

Skill in handling and prioritizing multiple tasks and projects.

Skill in collecting, analyzing and interpreting applicable research data.

Skill in preparing and analyzing budgets, reports and studies.

Skill in identifying and securing alternative funding sources for projects.

Skill in facilitating organizational change initiatives.

Ability to inspire creative thought and problem-solving that can transform our service to residents.

Ability to forge partnerships within and outside of an organization in pursuit of innovative breakthroughs.

Ability to work with internal leadership on projects that can unleash the creative potential of staff at all levels of a large organization.

Ability to maintain effective communication and working relationships with Boards and Commissions, city executives, employees and the public.

Ability to develop strategic direction and program priorities collaboratively with multiple stakeholders within and outside of government.

Minimum Qualifications:

Graduation from an accredited four-year college or university, plus seven (7) years of work experience that demonstrates organizational development, creative leadership, and change management skills.

Licenses and Certifications Required:

None.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.